

Planning and Building (Jersey) Law 2002

Apply for changes to your home (P2)

Complete this form to apply for planning permission, site of special interest consent, or works to protected trees

1. If this is a revision to a previous decision, state the reference number

2. Have you received any pre-application advice in relation to this project?

Yes No

If 'yes' state the reference number and the officer you dealt with

PA/.....

Officer.....

3. Address of land or property

Post Code:

4. Applicant name and address

Contact:

Telephone:

Mobile:

Post Code:

E:mail:

5. Agent name and address

Contact:

Telephone:

Mobile:

Post Code:

E:mail:

6. Property or land owner name and address

Contact:

Telephone:

Mobile:

Post Code:

E:mail:

7. Description of the proposal

Give a clear and concise description of the proposed work, itemising any revisions to a previous application

8. How will foul sewage be disposed of?

Public main sewer Septic tank Cess pit / Tight tank Packaged treatment plant Other

If disposal is not via public main sewer, you'll need to submit a foul sewer assessment

9. How will surface water be disposed of?

Sustainable drainage system Public main sewer Existing watercourse Pond / lake Soakaway

All on-site private drainage is required to conform to the requirements of the Drainage (Jersey) Law 2005

10. Does the proposal affect a listed building or place?

Yes No

If 'yes' does the proposal involve internal works, external of both? Internal External Both

You may need consent under Article 54 of the Planning and Building (Jersey) Law 2002. We'll advise you if this is the case once we have reviewed your submission.

11. Replacement windows and doors

How many replacement windows and doors are you applying for? Windows Doors

Provide the details of replacement windows and doors

	Existing windows and doors	Proposed replacement
Type eg: vertical, sliding sash, casement, top hung, tilt and turn		
Design eg: 12 pane, 4 pane		
Glazing eg: single or double glazed		
Material and finish eg: stained or painted timber, aluminium, PVC		
Features eg decorative horns, coloured glass		

12. Does the proposal make any alteration of a pedestrian or vehicular access, or increase the amount of traffic to and from the site?

Yes No

If 'yes' you'll need to show vehicular and pedestrian visibility splays on the submitted drawings and include the consent of the owner of all the land within the visibility splay.

How many parking spaces are proposed in total (including existing spaces)?

Does the proposal involve the loss of any on-street parking spaces?

Yes No

13. Wildlife

Does the proposal affect a species protected under the Conservation of Wildlife (Jersey) Law 2002?

Yes No

Does the proposal affect a priority habitat as defined within the Biodiversity Strategy for Jersey (2000) or the habitat of a species protected under the Conservation of Wildlife (Jersey) Law 2000?

Yes No

Does the proposal affect, or is it within 200 metres of, a site of special interest listed for its zoological, botanical, ecological, or geological interest?

Yes No

If 'yes' you'll need to submit a Biodiversity Impact Statement. If you're unsure or if you consider the proposal won't have an adverse impact on protected species, tell us why.

14. Site visits

Officers from the Government of Jersey may need to visit the site in order to make an assessment of the proposal during the processing of the application.

Is the site visible from public land?

Yes No

We usually attend the site during the processing of the application. We'll tell you when we've visited the site.

Would you prefer that we pre-arrange any site visit?

Yes No

If 'yes' provide details on how to make arrangements for the site visit.

DECLARATION

Important information

Before signing this form, read the following information carefully. It explains how your information will be used and provides a brief description of your rights under Jersey's Data Protection Law. For further information on how the department handles personal data visit www.gov.je/howweuseyourinfo.

Declaration

I declare that the application referenced above is true to the best of my knowledge and belief. I am aware that it's an offence to submit false or misleading information or to omit material information from an application.

I declare that I have obtained the approval of the landowner or that I am the landowner and/or have authority to make this application.

I am aware of and agree to the information supplied in this form, together with any other accompanying information, being used for the purpose of assessing my application for planning permission as defined in the Planning and Building (Jersey) Law 2002.

Personal Data

Before signing this form, read the following information carefully. It explains how your personal data will be used. For further information on how the department handles personal data visit

<https://www.gov.je/Government/Departments/PrivacyPoliciesRetentionSchedules/GHEPrivacyPolicies/Pages/Developmentandbuildingcontrol.aspx>

I am aware that for the proper consideration of my application and in exercise of its public task, the personal data supplied in this form, together with any other accompanying information may:

- be disclosed to other departments and relevant authorities so that the department may consult with them about my application proposals;
- be made accessible to members of the public so that they may comment on my application proposals;
- be published in the local media and on the Government's website because the information forms part of the Planning Register that is required to be made publicly available by the Planning and Building (Jersey) Law 2002.

The information published may include your name. Personal sensitive information about you may be published or disclosed if it is imperative to the consideration of the application and in the public interest. All information will be processed in accordance with the Data Protection (Jersey) Law 2018.

Your rights

You may apply to amend your application at any point prior to it being determined.

You may withdraw your application, should you no longer wish to proceed. The withdrawal of your application will bring an end to the ability of the department to consider your application.

All personal data provided in consideration of your application will be processed in accordance with the Data Protection (Jersey) Law 2018. Should you wish to access more information as to how personal information provided in an application for planning permission is processed, you may access our Privacy Notice at:

<https://www.gov.je/Government/Departments/PrivacyPoliciesRetentionSchedules/GHEPrivacyPolicies/Pages/Developmentandbuildingcontrol.aspx>

Or contact us on +441534 445508 or by sending an email to planning@gov.je for further information.

Agent (where applicable) Signature..... Date.....

FULL NAME IN BLOCK LETTERS.....

Where this form contains personal information relating to more than one individual, all individuals must sign (continue on a separate sheet if necessary).

Applicant(s) Signature..... Date.....

FULL NAME(S) IN BLOCK LETTERS.....

Owner(s) Signature Date.....

FULL NAME(S) IN BLOCK LETTERS.....

Checklist for use in conjunction with P2 Householder form

This checklist is to assist you in identifying all the relevant information that needs to be submitted with your application. Information required by the policies of the Revised Island Plan 2014 are indicated in brackets.

A	Minimum Information Required	Yes	NA
	Location Plan		
	Existing and Proposed Site Plan		
	Existing and Proposed Floor Plans		
	Existing Elevations or photographs		
	Proposed Elevations or photomontages		
B	Additional Information that may be required	Yes	NA
	Biodiversity Survey and Report [Policy NE1]		
	Contaminated Land Survey [Policy GD6]		
	Design Statement [Policy SP7]		
	Foul Sewer Assessment [Policy LWM2]		
	Landscaping Details [Policy GD1]		
	Listed Building Assessment [Policy HE1]		
	Previous Decision Notice [Revised Plans, Vary Condition & Reserved Matters]		
	Structural Engineer's Report [for replacement buildings and conversions]		
	Trees and Hedgerows Survey / Arboriculture Implications [Policy NE4]		
	Ventilation / Extraction Statement [Policy GD1]		
	Wildlife Checklist [NE1/ NE2/ NE4]		
C	Minimum Information Required for Replacement Windows and Doors	Yes	NA
	All information required in part A above		
	Photographs clearly showing all windows subject to the application		
	Photographs showing all the windows in the whole façade of the building		
	Close up photographs of the windows with a ruler or tape measure in focus to assist in judging the size and profile of the window features		
	Drawings showing the existing windows to scale		
	A justification setting out why the windows cannot be repaired		
	Drawings of the new windows— elevations, cross section both vertically and horizontally which show the heads, cills, casements or sashes, box or solid frame and glazing. Elevations are required at a scale of 1:20, joinery details at 1:5, and glazing bar cross sections at 1:2. The manner in which the window opens should be indicated.		